



DEPARTMENT OF THE ARMY
U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
264th MEDICAL BATTALION, 32d MEDICAL BRIGADE
2108 9TH STREET, STE 105, BLDG 1385
FORT SAM HOUSTON, TEXAS 78234-5105

REPLY TO
ATTENTION OF

MCCS-AD

13 July 2006

MEMORANDUM FOR All 264th Medical Battalion Personnel

SUBJECT: Commander's Open Door Policy (Policy #1)

1. In accordance with AR 600-20, paragraph 2-2, I will maintain an open door to any Soldier or civilian employee assigned or attached to this command wishing to discuss issues of concern. Issues of concern include those of a personal or professional nature affecting discipline, morale, or mission effectiveness.
2. Whenever possible or appropriate Soldiers and civilian employees are encouraged to use the chain of command/supervision to resolve issues at the lowest possible level. Subordinates commanders/supervisors shall not impede or deny requests to exercise this policy. Although not required, requesting individuals are encouraged to notify their chain of command/supervision.
3. Soldiers or civilians wishing an appointment should contact Ms. Mary Alice Pastrano at 221-3722.
4. A copy of this policy will be permanently posted on all official policy bulletin boards throughout the 246th Medical Battalion.


WILLIAM P. LACHANCE
LTC, MS
Commanding

DISTRIBUTION:

Cdr, HHD
Cdr, A Co
Cdr, B Co
Cdr, C Co
Cdr, D Co
NCOIC, S-1
NCOIC, S-4